

1 November 1985

Administrative Practices

WSMC JOINT OPERATING PROCEDURES

This regulation defines the Joint Operating Procedures (JOP) program at the Western Space and Missile Center (WSMC). It describes the responsibilities and procedures for the development, coordination, approval, administration, and management control of JOPs. It applies to WSMC and all AFSC units located on Vandenberg AFB supported by WSMC.

1. Explanation of Terms:

a. Joint Operating Procedure - is a formal written document defining the basic steps required of two or more lateral organizations, or agencies, in accomplishing the approved task, function, or operation of a continuous or repetitive nature. JOPs establish procedures, not policy; they do not commit funds or other resources.

b. Joint Range Operating Procedure (JROP) - is a special JOP negotiated between operating elements of two or more test ranges.

2. Standard Policy:

a. Agreements between WSMC and AFSC units at Vandenberg supported by WSMC and other agencies are prepared as stated in SAMTOR 11-1, SAMTO Agreements Program, and WSMCR 11-7, WSMC Agreements Program. Such agreements are usually broad in scope and, by necessity, are limited in describing detailed procedures or working level interface relationships. Details needed to establish effective procedures, working relationships, and interfaces at operating levels will be contained in JOP documents. JOPs may be developed to supplement or implement agreements, missions, or functions; they will be confined to the scope and intent of such documents. When part or all of the functions covered by the JOP are to be performed by contract, appendices to the JOP will be written to describe the contractors' responsibilities and interface relationships with government agencies and other contractors. These appendices will become applicable to contractors only when incorporated into their contracts as compliance documents. The development and administration of JOPs are the responsibility of staff agencies having need for these instruments.

Supersedes WSMCR 11-8, 20 August 1984. (See signature page for summary of changes.)

No. of Pages: 3

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b. The WSMC Directorate of Center Support (SU), Support Division, is charged with the management of the JOP program.

3. General Responsibilities:

a. Commanders, directors, chiefs of major staff offices, and division chiefs are responsible for and authorized to develop, coordinate, negotiate, approve and sign, publish, accomplish triennial reviews, and administer JOPs.

b. The organization or functional activity initiating a JOP will:

(1) Draft the JOP in coordination with the counterpart organization or functional activity of the other agency.

(2) Submit the first and final drafts of all JOPs by cover letter to WSMC/SU for coordination and assignment of JOP numbers. The letter will include the name, phone number, organization, and office symbol of the monitor, or initiator, of the proposed JOP.

(3) Obtain SAMTO Directorate of Operations (DO) review and comment on all JOPs relating to launch operations, range operations or missile flight safety.

(4) Coordinate the JOP with other organizations or functional activities affected by, or involved in, the subject matter. JOPs for functional areas partially or totally performed by contractor(s) will be coordinated with the WSMC Contracting Directorate (PM) and the appropriate quality assurance evaluators (QAE).

(5) Obtain approval signatures. Signatory approval will be by the deputy commander, group commander, director, chief of major staff office, or division chief responsible for performance of the predominant functions involved. Signatory approval should be at least one level above the office preparing and negotiating the JOP. JOPs containing appendices which include tasks to be performed by contract will also require the approval of the Contracting Officer or the authorized representative. Approval blocks will be typed and contain full name, title, organization, address, and date.

(6) Reproduce and distribute fully coordinated and signed JOPs. Two copies of all JOPs and changes will be provided to WSMC/SU.

(7) Maintain a suspense and follow-up system to ensure the timely triennial review and updating of JOPs.

(8) Notify immediately all interested activities when a JOP is changed or terminated.

c. The WSMC/SU, Support Division will:

(1) Have overall responsibility for centralized management of the JOP program.

(2) Review drafts of new JOPs and revisions to existing JOPs to ensure conflicts do not exist with directives or agreements; preclude the

unauthorized commitment of funds or other resources; and provide advice, guidance, and assistance as required.

(3) Determine if SAMTO assistance or coordination is necessary to resolve conflicts between directives or other agreements, and provide draft as necessary.

(4) Establish a numbering system for JOPs and assign a number to each new JOP.

(5) Maintain the official JOP file of record.

(6) Publish and distribute a JOP status listing as RCS: SD/ACM 7701 at least semiannually. One copy will be sent to SAMTO/DO.

4. Format of JOPs. JOPs are not restricted to standard format requirements, but, as a minimum, will contain the following:

a. JOP title and identification of the organizations involved.

b. Brief statement of the purpose of the JOP.

c. Explanation of procedures, roles, and interface relationships.

d. Identification of the agreement, mission, or function, which the JOP is clarifying, supplementing, or implementing.

e. Provisions for review, revision, and termination (reference paragraph 5).

f. Appropriate signature blocks, including title, organization, address and date.

g. Points of contact. As a minimum list one office for each organization that is party to the JOP. List full address, including zip code, and telephone numbers.

h. Distribution list.

i. The OPR, office symbol, JOP number, and date of the JOP will be identified in the top right corner of the first page of the JOP and each attachment.

5. Review, Revision, and Termination. JOPs will be reviewed by the originator at least triennially or upon the request of either party. JOPs may be terminated or changed at any time by mutual consent, or as specified in the JOP.

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SUMMARY OF CHANGES

Review of JOPs will be every three years (triennially) instead of every two years (biennially). Includes requirement for points of contact.